

# Unit 1 Activities

## 1.1 Logsheet: Examples of documents produced by other people

Student book pages 3–8

Collect at least one example of each type of document listed below. These should have been produced by different businesses, organisations or people, not by yourself. You should store all the original documents with this list.

Your name: \_\_\_\_\_

	Name of document	Produced by	Purpose	Audience
Short formal e.g. memo, business email, letter, order form, invoice, agenda, minutes				
Extended formal e.g. article, newsletter, report, user guide				
Graphical e.g. illustration, chart, flowchart, diagram				
Promotional e.g. advertisement, leaflet, web page				
Presentational				
Informal e.g. personal email, SMS text message, piece of creative writing				

## 1.2 Case study: Writing business letters

**Student book pages 3–8**

Spot the mistakes in this business letter.

**Kingsmond Kitchen Designs, High St, Kingsmond**

**MR TED SMITH  
26 STATION ROAD  
KINGSMOND**

**DEAR SIR OR MADAM**

**THANKS YOU FOR PURCHASING A NEW KITCHEN  
FROM US WE HOPE YOU LIKE IT.**

**DO NOT HESITATE TO CONTACT US AGAIN IF YOU  
HAVE ANY FERTHER REQUIREMENTS.**

**YOUR FRIENDS**

## 1.3 Worksheet: Checking the validity of information

**Student book pages 23**

Your tutor or another student should challenge you to find some specific information.

### Step 1

What were you challenged to find?

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What information have you found?

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Where did you find it? Give enough details about the source of the information to enable someone else to find it again.

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### Step 2

Is the information provided by an organisation or expert you can trust?

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If you feel you can trust them, explain why.

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If you are not sure whether you can trust them, explain why.

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### Step 3

Now go and check the information against other sources.

Which sources did you use?

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What did you find?

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Having checked it, do you now think that the original information was accurate?

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## 1.4 Worksheet: My skills

### Student book pages 25–37

Use this worksheet to check which facilities you are able to use to present and communicate information. When you create documents for assessment you should use whichever tools and techniques seem most appropriate for the purpose.

Your name: \_\_\_\_\_

I can...	✓
format characters using bold, underline and italics	
copy, paste and move text	
format paragraphs using alignment, indents and tabs	
select suitable fonts	
format pages using page size, page orientation and margins	
number pages	
insert special characters	
create and edit bitmap images – resize, rotate, flip, copy, paste	
create and edit vector images – resize, rotate, flip, copy, paste	
create charts and graphs	
insert text and image files into a document	
create and format tables	
use and create a template	
set up mail-merge documents	
use columns	
use text boxes	
use headers and footers	
use lines, borders and backgrounds	
use bullet points	
produce audience notes and speaker notes for a presentation	
<b>Advanced skills: I can...</b>	
create and use paragraph styles	
crop bitmap images	
arrange the components in a vector image	
use animation in a presentation	
create a table of contents for a word-processor document	
create an index for a word-processor document	
track changes in a word-processor document	


## 1.5 Practical activity: Copying, cutting and moving text in Microsoft Word

**Student book pages 27–8**

1	How many methods can you use to copy and paste text in Word?	
2	What is the Clipboard?	
3	What are the differences between copying, cutting and deleting text?	
4	Do you know how to move text using drag-and-drop?	

Did your answers match the ones below?

**1** You can copy text by highlighting the words, then:

- clicking on the Copy icon in the toolbar 
- selecting View from the main menu, then Copy
- using Ctrl+C. To do this, hold down the key marked Ctrl (for 'control') and then key in C. (This is known as a hotkey combination)
- right-clicking on the text and selecting Copy.

Similarly, you can paste text using any one of the four methods. Choose the method that suits your way of working best.

Can all these methods be used in other packages?

**2** When you copy text it is stored in a temporary area of memory called the Clipboard. When you paste text, the last item that was placed on the Clipboard is used. You can, in fact, store more than one item on the Clipboard. To view the Clipboard in Word, select View, then Toolbars, then Clipboard. You can then paste an earlier item by double-clicking on it.

**3** When you:

- copy text it is placed on the Clipboard
- cut text, it is removed from the document and a copy is placed on the Clipboard, so that you can paste it elsewhere
- delete text, it is removed from the document and not copied to the Clipboard.

**4** You can move text to another position in a document by cutting and pasting it. But you can also move it in one step by dragging and dropping. To do this, highlight the text, then click on it again and hold the left mouse button down while you move it to its new position.

## 1.6 Case study: Presentation techniques

### Student book pages 37–42

A menu is an important business document in a restaurant. In the UK a menu has to be displayed outside. This means that the customer forms an impression of the food and the atmosphere before they step inside.

Look at these four versions of the same menu. What impression does each one give? What elements in the layout help to give that impression? Which do you prefer, and why?

MENU	
<b>Starters</b>	
Soup of the day, with fresh rolls	£2.95
Tomato and mozzarella salad	£2.95
Mediterranean aubergine	£3.25
Crab paté	£3.50
<b>Main courses</b>	
All served with a selection of fresh vegetables and your choice of potatoes	
Peppered rump steak	£9.95
Lamb shank with redcurrants	£8.50
Chicken in cider sauce	£7.95
Grilled lemon sole	£8.25
Cajun salmon steaks	£7.95
Spinach roulade	£7.95

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## 1.7 Logsheet: My documents

### Student book pages 37–42

Create one document of each of the types below. Use the form to keep a record of your own work for assessment.

Your name: \_\_\_\_\_

	<b>Name of document</b>	<b>Purpose</b>	<b>Audience</b>	<b>Date completed</b>
Short formal e.g. memo, business email, letter, order form, invoice, agenda, minutes				
Extended formal e.g. article, newsletter, report, user guide				
Graphical e.g. illustration, chart, flowchart, diagram				
Promotional e.g. advertisement, leaflet, web page				
Presentational				
Informal e.g. personal email, SMS text message, piece of creative writing				

1.8 Worksheet: Reviewing documents

Student book pages 44–7

Use this checklist to check any document you have produced.

Name of document: \_\_\_\_\_

Software package(s) used: \_\_\_\_\_  
\_\_\_\_\_

I have...	✓
checked the accuracy of the information	
checked the spelling	
checked the grammar	
used a thesaurus to improve the use of language	
got feedback from another person and attached their comments to the document	
checked the document against the original requirements	

I chose the software package(s) to produce this document because ...

I used this technique or tool	Why I used it

I chose to lay out this document in this way because ...